

Engineering Business Line Implementation Team Charter

Ref: (a) Commander, U. S. Naval Forces, Japan email of 13 NOV 01 (NOTAL)
(b) Regional Facility Management System (RFMS) Overview of 16 Nov 01

1. **INTRODUCTION:** Commander, U. S. Naval Forces, Japan (CNFJ) directed a major strategic initiative to regionalize all public works functions using the RFMS concept by reference (a). Reference (b) describes the RFMS concept. One important component of RFMS capability is the Engineering Business Line, which supports delivery of engineering products and services across six base Public Works teams. The Engineering Business Line includes the following products, services, and functions:

Architect/Engineering (A/E) Contracting
Facility Designs and Engineering Services
Specification Writing
Fire Protection Support, Design, Consultation and Surveys
Field consultations and project execution support
Community management and DAWIA certification
GIS technology development and engineering support

2. **PURPOSE:** The purpose of this team effort is to design and implement the RFMS Engineering Business Line, as conceptually outlined in reference (b), in close coordination with other RFMS design and implementation efforts.

3. **MEMBERSHIP:**

Leader: Mr. S. Koepsell, RFMS Engineering Business Line Manager

Members: Mr. R. Matsuo, NAF Atsugi Engineering
Mr. W. Knauss, CFA Sasebo Engineering
LCDR K. Ogawa, APWO, Yokosuka PW Team
Ms. T. Erickson, PWC Japan Engineering
LT E. Murray, PWO, Okinawa PW Team
LTJG L. Holkon, PWO, Misawa PW Team
Ms. S. Miyoshi, Sasebo OICC FE Office
PACDIV Engineering Program Representative (ad hoc)

4. **BACKGROUND:** Each base in the CNFJ Region has a different engineering service concept of operations, tailored to the unique aspects of the base.

- a. CFA Yokosuka is supported primarily by PWC Japan, which provides a full range of A/E services through in-house and contracted effort through a Navy Working Capital Fund rate structure. As a regional service command, PWC also supports the requirements of other Navy and Marine Corps bases in Japan as capacity allows using established NWCF rates.
- b. NAF Atsugi, CFA Sasebo, CFA Okinawa, and NAF Misawa bases have a range of engineering service capacity, delivered primarily through mission funded capability. A/E contracting capability is available by direct cite to OICC Far East, the regional contracting command.
- c. NSF Diego Garcia is primarily supported by an omnibus BOS contract. PACDIV NAVFAC and PWC Japan provide augment engineering service support as required.

5. **OBJECTIVES:**

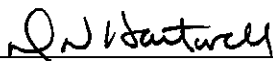
- a. Understand engineering services source data for each base, including:
 - i. Current and projected engineering service workload by client
 - ii. Current concept of operations for providing engineering services
 - iii. Current staffing and organization
 - iv. Historical trend on use of A/E contracts
 - v. Current major engineering equipment assets
 - vi. Metrics used to manage quality, response, and cost.
- b. Develop a RFMS Engineering Business Line Concept of Operations, including:
 - i. Business model (Navy Working Capital Fund, Mission Funded, or combination)
 - ii. Staffing and organization chart
 - iii. Mix of in-house engineers and A/E contracts by location (macro acquisition plan)
 - iv. Major capital investments and requirements
 - v. Metrics to be used to manage quality, response, and cost.
 - vi. Interface with Pacific Division, NAVFACENGCOM
 - vii. Method of supporting effective community management
 - viii. Method of performing Regional Program Action Officer (RPAO) duties for CNFJ Region
 - ix. Two business process improvement opportunities that warrant follow-on study (not part of this charter)
- c. Present your recommendations to the RFMS Steering Team and to the CNFJ Regional Advisory Board.
- d. Facilitate implementation of approved recommendations.

6. **CONSIDERATIONS:** Close coordination is required with the Planning/Construction Business Line, the Yokosuka PW Implementation Team,

CNFJ Region Base PWOs and Engineering Managers, OICC FE A/E contract managers, and the Pacific Division NAVFAC Engineering Program Manager. All Team members should coordinate with stakeholders at their respective organizations to ensure all relevant perspectives are factored into the design process.

7. **DELIVERABLES:** The Team will deliver the following:

- a. Report of all source data, shown in paragraph 5.a. above, by 15 MAR 02.
- b. Presentation to the RFMS Steering Team describing the Engineering BL concept of operations, as shown in paragraph 5.b. above, by 31 MAR 02.
- c. Executive level briefing to CNFJ Regional Advisory Board by 15 APR 02.
- d. Draft input for the Engineering BL section of the RFMS Operations Manual by 15 MAY 02.



D.N. HARTWELL

CAPT, USN

Deputy Commander and Chief of Staff

U.S. Naval Forces, Japan

Date: 3/11/02